Please note that when you are printing this leaflet two-sided on A4 paper, you should choose the 'flip on short side' option so the inside pages do not print upside down. Depending on how you print the leaflet, you may have to access your printing instructions by clicking 'Print using system dialogue'. See below for simple visual guidelines.

Print	23	Print	
Printer: XRX6400_A4_COL_PCL Properties Adva Copies: 1 Print in grayscale (bla	inced Help 🕢	Total: 1 sheet of paper (2 pages)	
Pages to Print	Comments & Forms		Print Cancel
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More Options	Scale: 95%		Change
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Size Poster 🖉 Multiple 🖻 Booklet		Pages	All
© Fit	11.69 x 8.27 Inches		e.g. 1-5, 8, 11-13
Actual size			
Shrink oversized pages		Copies	1 + -
Custom Scale: 100 %		copies	1 + -
Choose paper source by PDF page size			
Print on both sides of paper	And an and a second sec	Color	Color
Flip on long edge Flip on short edge			
Orientation:		Paper size	A4 (210 x 297 mm) 🔻
 Auto portrait/landscape Portrait 			
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	Page1 of 2		Two-sided
Page Setup	Print Cancel	Print using sys	tem dialog (Ctrl+Shift+P)

